

WEEKLY REPORT

19 November 1954

Period Covered 15 November 1954 through 19 November 1954

Status of Contracts Requiring Administrative Action, Contract  
Administrative Section, Contract Branch, PD/LO

Total Active Contracts Beginning of Period.....	424
New Contracts Added During Period.....	1
Total.....	425
Contracts Closed out During Period.....	4
Total Active Contracts End of Period.....	421

Of the above contracts, administrative action was required as follows:

1. Number of Contracts requiring administrative action which was not critical or urgent.....105
  2. Number of Contracts requiring administrative action which was critical or urgent..... 21
  3. Number of Contracts on which no action was required.....295
- Total Active Contracts.....421

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SECRET

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CONTRACT BRANCH

Contracts, Amendments, executed during the period 15 November 54 to 19 November 1954

Contract Number	Contractor	Commodity	Value
			
TOTAL . . . . .			\$7,907.80

Contract Actions Completed - 2

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Other Actions



Other Actions Completed - 5

Status of Contract Actions Pending

A.	No Action	0	
B.	Pending Receipt of More Information, Clearances, etc.	22	
C.	Pending Bid Opening and Award	4	
D.	Negotiations Underway	12	
E.	Pending Drafting of Contractual Document	11	49
F.	No Further Action Required by Procurement Officer		
	1. Pending Administrative Processing*	28	
	2. Pending Signature of Contractor	15	
	3. Pending Signature of Contracting Officer	8	<u>51</u>
			100

\*This includes but is not limited to: typing of forms, administrative review, review by Counsel, obligation by Finance or Fiscal, security clearance, approval of use of alias, etc.

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NOTE: 6 actual requisitions and 8 memos and letters were received during the week which will require a contract or other action by the Contract Negotiators. Since in many cases, two or more of these documents may be consolidated into one action, these figures do not necessarily mean that 14 separate actions will be required. The figures above of contract action requests received, completed or pending are on this consolidated basis. The consolidations, cancellations, and transfers resulted in a net new contract action of 8. The number of contract documents increased by 1 from 99 to 100.

Requisitions and Memoranda:

Brought Forward:	99
Received:	8
Completed:	7
Pending:	100

Requisitions Processed:

Under 30 days:	4
30 - 60 days:	1
Over 60 days:	$\frac{2}{7}$